

## **Senior Program Manager**

**BSSC124011**

Barbour; Berkeley; Braxton; Brooke; Cabell; Calhoun; Clay; Doddridge; Fayette; Gilmer; Grant; Greenbrier; Hampshire; Hancock; Hardy; Harrison; Jackson; Jefferson; Kanawha; Lewis; Lincoln; Logan; Marion; Marshall; Mason; Mercer; Mineral; Mingo; Monongalia; Monroe; Morgan; McDowell; Nicholas; Ohio; Pendleton; Pleasants; Pocahontas; Preston; Putnam; Raleigh; Randolph; Ritchie; Roane; Summers; Taylor; Tucker; Tyler; Upshur; Wayne; Webster; Wetzel; Wirt; Wood or Wyoming

**\$63,675 - \$106,125**

### **General Description:**

Under general direction, performs complex administrative and professional work at the advanced level in managing and directing several major statewide program components within the Office of Programs and Policy, Division of Children and Adult Services, Bureau for Social services. The purpose of this position is to lead a large team of professional staff in several units and programs, including Community Partnerships, Transitional Living and Permanency Support, Interstate Compact for the Placement of Children, Safe at Home, Socially Necessary Services, Family First Prevention Services, Adoption Request Network, Adoption Subsidy, and Interstate Compact on Adoption and Medical Assistance. This position will provide program direction, oversight and quality assurance for several major statewide programs. This position will ensure service delivery to clients, statewide, in the program's areas of assignment, including the service quality to establish program standards.

**Position Numbers:** 0511P04583

### **Minimum Qualifications:**

**Training:** Bachelor's degree from an accredited college or university.

**OR**

**Substitution:** Seven (7) years of full-time or equivalent part-time experience in the program area or related field.

### **Conditions of Employment**

- Applicants must pass a background check before beginning employment.
- Applicants are subject to recurring background checks as may be required by law, rule, standard, or policy.
- Applicants will be required to work on-call shifts periodically, as assigned by their supervisor.
- Applicants may be subject to mandatory overtime requirements and must be available for travel.
- Applicants must possess a valid driver's license prior to appointment and continuously maintain such license while employed in this classification.
- Applicants shall successfully complete training as may be required by policies established by the Commissioner, or as may be required by law, rule or policy.
- Applicants must possess the ability to perform the essential functions and tasks of the classification with or without accommodation.

**Benefits Include:**

- Paid vacation, holidays, and sick/family sick leave
- Health, dental, vision, retiree health, basic life, and supplemental life insurance
- Employee wellness clinic
- Flex benefits
- Deferred compensation and retirement

The West Virginia Department of Human Services is an Equal Opportunity employer. **This position announcement is established as of January 16, 2024 , and will remain open until January 23, 2024.**

Submit a paper application or detailed resume and any correspondence concerning this vacancy to: [OHRMOSAClassComp@wv.gov](mailto:OHRMOSAClassComp@wv.gov). Please put **BSSC124011** in the subject line of your email.

**Note:** Due to recent legislation, positions filled for the Department of Health Facilities and Bureau for Social Services beginning January 1, 2024, are no longer covered by the West Virginia Division of Personnel. These positions are now covered under the Office of Shared Administration Comprehensive Human Resources System.